

IN 1937, CONGRESS PASSED THE NATIONAL HOUSING ACT. THIS BEGAN THE FORMATION OF QUALITY HOUSING IN THE UNITED STATES. SINCE SEPTEMBER 1968, THIS ACT HAS EVOLVED INTO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND THE FEDERAL HOUSING ADMINISTRATION, ALSO KNOWN AS HUD/FHA.

HOW THE MONEY BECOMES AVAILABLE

1. LOAN APPROVAL
2. HUD/FHA APPROVAL
3. FULL TERM INSURANCE PREMIUM PAID TO HUD/FHA
4. MORTGAGE INSURANCE
5. NOTE TERMINATED (PAID) PRIOR TO TERM
6. REFUND DUE
7. THE HUD/FHA THIRD PARTY TRACER PROGRAM

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WHY THE MONEY IS AVAILABLE

1. EACH BORROWER WHO IS REQUIRED TO SECURE A HUD/FHA COMMITMENT PAYS 1/2 PERCENT OR 1/2 POINT FOR THE FULL TERM (LENGTH) OF THE LOAN. ANY UNUSED MONEY (INSURANCE PREMIUMS) IS DUE BACK TO THE BORROWER WHEN THERE IS AN EARLY TERMINATION OF THE MORTGAGE BY ANY MEANS OTHER THAN BY A DEFAULT. THE HOUSING DEPARTMENT [HUD/FHA] HOLDS THIS MONEY AFTER TERMINATION IN A NON INTEREST BEARING ACCOUNT, UNTIL CLAIMED BY THE BORROWERS.
2. THE GENERAL SERVICES ADMINISTRATION IN MARCH OF 1986 ORDERED HUD/FHA, TO MAKE A GOOD FAITH EFFORT TO LOCATE ALL THE OWNERS OF THESE UNCLAIMED FUNDS.
3. THEY DECIDED TO LET INDIVIDUALS, LIKE YOURSELF, BECOME '*THIRD PARTY TRACERS*' TO VERIFY PROPERTY ADDRESSES AND OWNERS OF THE PREMIUMS HELD BY HUD/FHA. AND TO OFFER THEIR SERVICES THAT WOULD RESULT IN THE COMPLETION OF THE REFUND PROCESS.
4. IT IS IMPORTANT TO NOTE THAT '*THIRD PARTY TRACERS*' ARE SELF-EMPLOYED AND NOT WORKING FOR THE U.S. GOVERNMENT. HUD/FHA ONLY ACTS AS A SOURCE OF INFORMATION, AND A SOURCE TO REFUND THE MONEY, NOT AN EMPLOYER.
5. AS A SELF-EMPLOYED PERSON, REMEMBER ALL YOUR COSTS AND EXPENSES INCURRED ARE TAX DEDUCTIBLE, INCLUDING THE COST OF THIS BOOKLET.

HOW THE SYSTEM WORKS

1. THE BORROWER WITH THE HUD/FHA COMMITMENT, IS SUPPOSED TO NOTIFY HUD/FHA, INSURANCE DIVISION IF THE MORTGAGE IS PAID EARLY, EITHER BY REFINANCING OR BY SELLING OF THEIR HOME. ALONG WITH THEIR CURRENT MAILING ADDRESS. HUD/FHA THEN CALCULATES THE AMOUNT OF REFUND DUE, AND THEN MAILES TO THEM A HUD FORM HUD-27050B, 'APPLICATION FOR PREMIUM REFUND' (PART B). THE BORROWER THEN MAILES THIS FORM BACK TO HUD/FHA COMPLETED, ALONG WITH 'PROOF OF OWNERSHIP'. THIS CAN BE ACCOMPLISHED WITH MANY DIFFERENT FORMS OF OWNERSHIP:

- * MORTGAGE BOND
- * DEED OF TRUST NOTE
- * SECURITY DEED NOTE
- * MORTGAGE NOTE
- * RECORDED DEED

AFTER THIS IS RECEIVED BY HUD/FHA, THEN THEIR FULL REFUND WILL ARRIVE APPROXIMATELY 45 DAYS LATER.

2. HOWEVER THIS SYSTEM BREAKS DOWN AS IT PERTAINS TO CASES ON THE LISTS PROVIDED BY HUD/FHA. BECAUSE THE BORROWER DOESN'T REALIZE THEY ARE DUE A PREMIUM REFUND. THEY WERE NEVER TOLD, THUS 95% OF THE CASES LISTED ON THE LIST, THAT ARE DUE A REFUND, ARE NOT TOLD UNTIL THEY ARE NOTIFIED BY A TRACER.
3. WITH ADDITION OF NEW NAMES MONTHLY, AND SUCH A FEW BEING FOUND AND REFUNDED THE MONEY DUE THEM. THE AMOUNT OF CLAIMANTS, AND THE AMOUNT OF UNCLAIMED FUNDS ARE GROWING AT AN AMAZING RATE.

HOW TO OBTAIN LISTS OF BORROWERS

SEE PAGE 18 OF THIS MANUAL FOR A PRICE LIST AND ORDER FORM. MAKE SURE YOU FOLLOW THE ORDERING INSTRUCTIONS. THIS WILL INSURE THAT YOU WILL RECEIVE THE LISTS YOU ORDER WITHOUT DELAY.

1. THE LIST YOU RECEIVE WILL BE A COMPUTER PRINTOUT, AND COULD CONTAIN THOUSANDS OF NAMES DEPENDING ON THE STATE, OR FIELD OFFICE YOU ORDER.
2. THESE LISTS WILL ARRIVE APPROXIMATELY TWO (2) WEEKS FROM THE TIME YOU PLACE YOUR ORDER.
3. IF YOU HAVE ANY PROBLEMS WITH YOU ORDER CALL: (703) 487 4070 - (THE DEPARTMENT HOUSING AND URBAN DEVELOPMENT).
4. THE CHARGES LISTED ON THE PRICE LIST IS FOR REPRODUCTION COST, AND SHIPPING AND HANDLING. THIS IS NOT REFUNDABLE.
5. WE SUGGEST ORDERING THE SMALLEST LIST POSSIBLE TO START, AND GETTING A NEW LIST EVERY 30 DAYS. (THEY ARE UPDATED EACH 30 DAYS)
6. UPDATED LISTS WILL NOT HAVE PERSONS WHO HAVE CLAIMED THEIR REFUNDS, SO YOU CAN REMOVE THESE FROM YOUR FILES. BUT WILL HAVE NEWER CLAIMANTS ADDED (IN NUMERICAL ORDER) THAT HAVE JUST BECOME TWO YEARS OLD.

WHAT THE LISTS CONTAIN

1. MORTGAGOR NAME...THE NAME OF THE PERSON, OR PERSONS THAT STARTED THE LOAN WITH HUD/FHA. THIS DOES NOT MEAN THEY ARE ENTITLED TO THE REFUND. THE OWNER OF THE REFUND AMOUNT IS THE PERSON OR PERSONS THAT OWNED THE PROPERTY WHEN THE LOAN WAS TERMINATED. (PAID OFF)
2. MORTGAGOR NAME...THIS IS THE LAST KNOWN ADDRESS HUD/FHA HAS FOR THE PROPERTY OWNER, HOWEVER THIS DOES NOT MEAN THEY STILL LIVE THERE.
3. PROPERTY ADDRESS...THIS IS THE ADDRESS FOR THE PROPERTY THAT HUD/FHA USED FOR COLLATERAL FOR THE LOAN THAT WAS PAID OFF. IF THE PROPERTY ADDRESS AND MORTGAGE ADDRESS ARE THE SAME, THIS IS ALSO THE LAST ADDRESS KNOWN TO HUD/FHA FOR THE MORTGAGOR.
4. DATE...THE DATE THE REFUND BECAME AVAILABLE.
5. AMOUNT...THIS IS THE MONEY DUE THE PROPERTY OWNER WHO OWNED THE PROPERTY WHEN IT WAS TERMINATED..PAID OFF (PRIOR OWNER).
6. CASE NUMBER...THIS THE THE ACCOUNT NUMBER USED BY HUD TO LOCATE THE REFUND (AMOUNT) IN THEIR COMPUTER SYSTEM.
7. ALL INFORMATION HUD HAS ON EACH CASE NUMBER, IS AT LEAST TWO YEARS OLD.

MANY TIMES YOU WILL SEE TWO NAMES LISTED UNDER MORTGAGOR NAME. IT IS VERY IMPORTANT TO ALWAYS USE BOTH NAMES IN ANY CORRESPONDENCE WITH HUD/FHA. ALSO, YOU MAY FIND SEVERAL ADDRESSES INCOMPLETE. DO NOT WASTE TIME ON THESE, THERE ARE MANY OTHER NAMES ON WHICH TO WORK.

AFTER SENDING A FEW LETTERS AND LOOKING OVER DIFFERENT SHEETS OF NAMES, YOU WILL BE ACCUSTOMED TO VARIANCES. MANY ADDRESSES WILL NOT CONTAIN COMPLETE ZIP CODES, OR MAY NOT HAVE ONE AT ALL. IF YOU SEE A BUSINESS LISTED UNDER MORTGAGE NAME, AVOID CONTACTING THEM. THESE ARE MUCH TOO TIME CONSUMING AND VERY COMPLICATED TO SECURE REFUNDS FOR. LOOK FOR MULTIPLE NAMES OF BORROWERS, FOR EXAMPLE — HUSBAND/WIFE, BROTHERS, ETC.

WHY DOES A BORROWER NEED A TRACER
TO GET MONEY DUE THEM?

AFTER TWO YEARS THE CHANCES FOR A BORROWER (PRIOR OWNER), TO REMEMBER THE TRANSACTION THAT CAUSED THE REFUND TO BE AWARDED ARE VERY SLIM. EVEN IF THEY ATTEMPT TO RECOVER THEIR MONEY WITH NO ASSISTANCE FROM A THIRD PARTY TRACER THE CHANCES FOR RECEIVING A REFUND IS VERY REMOTE.

THEY FIRST MUST KNOW THEIR CASE NUMBER. WITHOUT THIS NUMBER THEY CANNOT CORRESPOND WITH HUD/FHA ABOUT THE PROCEDURES NECESSARY TO FILE A CLAIM FOR THEIR MORTGAGE INSURANCE REFUND.

WHY DOESN'T THE BORROWER (PRIOR OWNER) KNOW
THEY HAVE A REFUND COMING?

AT THE TIME OF CLOSING OF AN HUD/FHA LOAN, THE LOAN OFFICER IS SUPPOSED TO INFORM THE BORROWER OF THE 1/2 PERCENT INSURANCE FUND. UNFORTUNATELY, THIS IS SELDOM DONE AND THE BORROWER NEVER REALIZES THIS MONEY IS WAITING TO BE RETURNED.

THERE ARE MANY BORROWERS WHO WERE TOLD AT THE BEGINNING OF THEIR LOAN, BUT THROUGH THE YEARS PEOPLE TEND TO FORGET THIS ITEM, THUS CREATING A GREAT NEED FOR TRACERS TO LOCATE THEM AND REFUND THEIR MONEY.

THE LARGEST PERCENTAGE OF PERSONS ON THE LIST ARE NOT ENTITLED TO THE REFUND AMOUNT, BECAUSE THEY HAVE SOLD THEIR EQUITY IN THIS REAL PROPERTY BY MEANS OF AN EQUITY TRANSFER, AND THE MORTGAGE INSURANCE PREPAID PREMIUMS TRANSFERS TO THE NEW BUYER IF THE MORTGAGE IS NOT TERMINATED. (PAID IN FULL)

THEREFORE YOU MUST VERIFY FIRST THE PROPERTY ADDRESS, AND VERIFY AND LOCATE THE REAL OWNERS. BEFORE YOU BEGIN TO OFFER YOUR SERVICES TO PERSONS WISHING TO CLAIM THEIR REFUNDS.

HOW TO GET STARTED

1. YOU CAN TYPE ANY LETTERS WE HAVE PROVIDED IN THE BOOKLET AND MAKE COPIES. SIMPLY WRITE THE VARIABLES IN WITH A PEN, THEIR NAME, ADDRESS, REFUND AMOUNT, ETC.
2. BUY ENVELOPES AND OTHER ITEMS IN QUANTITY. THIS CAN SAVE YOU MONEY.
3. DEDICATE A CERTAIN AMOUNT OF TIME EACH DAY. START WITH 2-3 HOURS AND ONCE YOU SEE THE RESULTS, YOU WILL WANT TO PUT IN MORE TIME EACH DAY.
4. REMEMBER, SOME PEOPLE MAY BE CONTACTED BY ANOTHER TRACER. ALWAYS HAVE YOUR LETTERS LOOK VERY PROFESSIONAL. PEOPLE WILL DO BUSINESS WITH YOU, RATHER THAN A SLOPPILY HAND-WRITTEN LETTER FROM ANOTHER TRACER. BUT THERE ARE SO MANY NAMES TO CHOOSE FROM, YOU WILL NEVER RUN OUT OF NAMES.
5. WE RECOMMEND YOU OBTAIN A "NATIONAL FIVE-DIGIT ZIP CODE DIRECTORY". THIS COSTS APPROXIMATELY \$15.00. MANY ADDRESSES WILL BE COMPLETE BUT HAVE NO ZIP CODE. THIS WILL ALLOW YOU TO SEND YOUR LETTER IMMEDIATELY TO THESE BORROWERS.

6. WE STRONGLY SUGGEST YOU AVOID CONTACTING ANY BORROWERS DUE LESS THAN \$400.00. THE AMOUNT OF RETURN ON THESE REFUNDS IS NOT ENOUGH TO JUSTIFY YOUR WORK. THERE ARE ENOUGH LARGE AMOUNTS TO KEEP YOU BUSY. YOU SHOULD BE REWARDED FOR YOUR EFFORT, SO STAY AWAY FROM THE SMALL AMOUNTS.
7. KEEP RECORDS OF WHO HAS BEEN SENT LETTERS AND WHICH TYPE. YOU MUST KEEP DETAILED ACCOUNTS OF ALL YOUR CORRESPONDENCE TO BE EFFECTIVE. YOU CAN WORK AN EXTRA TWO HOURS A DAY JUST SORTING YOUR MAIL WITHOUT ACCOUNTING FOR EACH CONTACT. KEEP A SEPARATE BOOK IN WHICH YOU ENTER ALL LETTERS SENT. THIS IS EXTREMELY IMPORTANT!
8. DO NOT ATTEMPT TO DO TOO MUCH AT ONCE. PACE YOURSELF SO THAT YOU CAN HANDLE THE AMOUNT OF BORROWERS YOU CONTACT. THERE IS PLENTY OF TIME WITH ALL THE NAMES AVAILABLE TO YOU.

WHAT IS THE BEST WAY TO VERIFY
THE PROPERTY ADDRESS?

MAKE A LETTER SAME AS THE ONE BELOW, INSERTING YOUR NAME, ADDRESS, AN TELEPHONE NUMBER. INSERT THE AMOUNT OF REFUND AS LISTED UNDER AMOUNT ON THE LIST, AND MAIL TO THE NAME ON THE LIST, INSERT UNDER THE NAME "OR THE CURRENT PROPERTY OWNER", AT THE ADDRESS ON THE LIST. (CHECK THE ZIP CODE FIRST, USING A POST OFFICE ZIP CODE BOOK)

PROPERTY VERIFICATION LETTER

(YOUR NAME)
(YOUR ADDRESS)
(CITY, STATE ZIP CODE)
(TELEPHONE NUMBER)

DEAR (NAME ON THE LIST)
"OR CURRENT PROPERTY OWNER"
(ADDRESS ON THE LIST)
(CITY, STATE ZIP CODE)

RE: RESEARCH REQUEST FOR INFORMATION CONCERNING TRUST FUNDS DUE OWNER
OR PREVIOUS OWNERS OF REAL PROPERTY LISTED ABOVE, IN THE AMOUNT OF
\$(AMOUNT LISTED ON THE LIST)

PLEASE SEND ANY OF THE FOLLOWING INFORMATION IF YOU ARE THE CURRENT
OWNER OF THE LISTED PROPERTY. THE DATE OF YOUR PURCHASE, THE
EXACT NAMES OF THE CURRENT PROPERTY OWNERS, THE EXACT NAMES OF
THE PREVIOUS PROPERTY OWNERS, AND THEIR CURRENT ADDRESS IF YOU
KNOW.

THIS INFORMATION WILL ONLY BE USED TO DETERMINE OWNERSHIP OF THE TRUST
FUNDS LISTED ABOVE.

THANKS, IN ADVANCE

s/s _____

(YOUR NAME)

[END OF LETTER]

IF YOU DON'T USE A WINDOW ENVELOPE, MAKE SURE YOU ADDRESS THE ENVELOPE
YOU USE THE SAME AS ABOVE, INCLUDE THE "OR CURRENT PROPERTY
OWNER" AS SHOWN.

SEND THIS LETTER EACH THIRTY DAYS UNTIL YOU GET A RESPONSE, OR UNTIL THE
CASE NUMBER IS REMOVED FROM THE LIST.

WORK ON RETURN MAIL, AND RESPONSES TO VERIFICATION MAILINGS.

NOTES: CONCERNING RETURN MAIL (LETTERS YOU MAIL AND RETURNED BY THE POSTAL SERVICE)

FORWARDING ORDER EXPIRED...THIS MEANS THAT THE PERSON LISTED DID AT ONE TIME LIVE AT THE PROPERTY, THIS WILL VERIFY THAT THE PROPERTY ADDRESS IS GOOD. READDRESS THE LETTER TO JUST THE CURRENT PROPERTY OWNER AND REMAIL.

VACANT...THIS MEANS THAT THE PROPERTY ADDRESS IS GOOD, BUT NO ONE IS LIVING AT THE PROPERTY AT THIS TIME. TRY AGAIN IN THIRTY DAYS.

NO SUCH STREET OR NO SUCH ADDRESS...DISCARD

RESPONSES RECIEVED FROM PROPERTY OWNERS TO VERIFICATION MAILINGS...USING THE DATE ON THE LIST (DATE) VERIFY THE OWNER OF THE REFUND AMOUNT. THE OWNER OF THE REFUND IS THE OWNER PRIOR TO THE DATE ON THE LIST (NO EXCEPTIONS)

UNLESS YOU CAN VERIFY OWNERSHIP OF THE REFUND AMOUNT YOU CAN NOT MOVE FORWARD.

IF AFTER VERIFYING OWNERSHIP, YOU NEED TO LOCATE THE OWNER YOU CAN USE SOME OR ALL OF THE FOLLOWING METHODS TO LOCATE A NEW ADDRESS FOR THE VERIFIED OWNER OF THE AMOUNT OF FUNDS.

1. TELEPHONE BOOKS - THESE ARE A VERY VALUABLE RESOURCE. MANY TIMES THE OWNER CAN BE FOUND BY LOOKING UP THEIR NAME IN THE TELEPHONE BOOK. IF THEY HAVE AN UNUSUAL LAST NAME, CALL SIMILAR NAMES LISTED. THEY VERY POSSIBLY ARE RELATIVES AND CAN TELL YOU WHERE THEY HAVE MOVED. AFTER A FEW MONTHS, YOU MAY WANT TO INVEST IN HAVING SEVERAL LARGE METROPOLITAN AREA TELEPHONE BOOKS SENT TO YOU. CALL YOUR TELEPHONE COMPANY AND THEY CAN INSTRUCT YOU ON THE PROCESS TO OBTAIN THESE.
2. LIBRARY - THIS IS ANOTHER PLACE TO GET NAMES FROM TELEPHONE BOOKS. MOST LIBRARIES CARRY SEVERAL DIFFERENT BOOKS WHICH YOU CAN USE TO LOCATE BORROWERS. ALSO, USE THEIR CRISS-CROSS DIRECTORIES FOR YOUR AREA. YOU CAN SEE WHO LIVES ACROSS THE STREET FROM THE OWNER'S OLD ADDRESS. IF THE CURRENT RESIDENT IS UNAWARE OF WHERE THEY ARE, MANY TIMES A NEIGHBOR CAN BE HELPFUL. THESE BOOKS ALSO PROVIDE A TELEPHONE NUMBER.
3. CREDIT BUREAU - IF YOU ARE A BUSINESS YOU CAN ORDER A CREDIT REPORT ON ANYONE IN YOUR AREA, OR FOR ANYONE IN THE UNITED STATES AS LONG AS YOU HAVE A REASON, THEIR FULL NAME AND A FORMER ADDRESS. THESE REPORTS GO BACK AS FAR AS YOU NEED, AND ARE USALLY CURRENT AS TO ADDRESSES AND WORK STATUS AND CURRENT TRANSACTIONS.
4. POST OFFICE - ALWAYS INCLUDE "ADDRESS CORRECTION REQUESTED", WITH ANY CORRESPONDENCE YOU SEND TO A OWNER. THIS WILL ALLOW YOU TO SEE WHERE THE OWNER CURRENTLY IS LIVING, OR IF THE FORWARDING ORDER HAS EXPIRED.

6. TELEPHONE INFORMATION - THIS METHOD IS ONLY FOR INDIVIDUALS WHO HAVE ESTABLISHED A PROFIT OR WANT TO INVEST MORE MONEY INITIALLY. USE YOUR TELEPHONE BOOK TO GET THE AREA CODE OF A CITY YOU WILL BE CALLING AND USE THE INFORMATION OPERATOR TO SEE IF THE OWNER STILL LIVES AT THE ADDRESS ON THE HUD LIST. THIS IS A MUCH FASTER RESPONSE THAN MAIL. THE COST FOR MOST AREAS IS \$.65. YOU CAN GET TWO LISTINGS FROM EACH CALL AND MANY TIMES THE OPERATOR CAN GIVE YOU A NEW NUMBER AND ADDRESS IF THEY STILL RESIDE IN THE SAME CITY. THIS METHOD IS DEFINITELY WORTH CONSIDERING. BUT REMEMBER PERSONS WHO HAVE REQUESTED NON PUBLISHED LISTING SERVICE, ARE NOT AVAILABLE EVEN IF YOU KNOW THE CORRECT ADDRESS.
8. COUNTY RECORDERS OFFICE..COUNTY ASSESSOR OFFICE - THIS OBVIOUSLY APPLIES ONLY TO YOUR AREA. THIS CAN BE A GREAT SOURCE TO LOCATE OWNERS THAT HAVE MOVED BY LOOKING UP THE CURRENT ADDRESS OF THE OWNER IF THEY STILL LIVE IN THE SAME AREA. SOMETIME YOU CAN RECEIVE INFORMATION BY PHONE, ON CURRENT PROPERTY OWNERS.
7. LOCAL TITLE COMPANIES - YOU CAN CALL LOCAL TITLE COMPANIES, AND THEY WILL GIVE CURRENT OWNERSHIP AND PROPERTY ADDRESS INFORMATION. AND THEY USALLY HAVE AN ALPHA FILE OF ALL CURRENT COUNTY PROPERTY OWNERS, AND THEIR MAILING ADDRESS. THIS WILL HELP LOCATE ABSENTEE OWNERS OF PROPERTY LISTED ON THE LIST.

AFTER LOCATION OF OWNER YOU CAN PROCEED TO OFFER YOUR SERVICES TO THESE REFUND CLAIMANTS. BY MEANS OF MAILING AN OFFER OF PERSONAL SERVICES AND A PERSONAL SERVICES CONTRACT TO THE CLAIMANT.

OFFER OF SERVICES LETTER

(YOUR NAME)
(YOUR ADDRESS)
(CITY, STATE ZIP CODE)
(TELEPHONE NUMBER)

DEAR (NAME OF OWNER OR OWNERS..USE COMPLETE NAMES)
(STREET ADDRESS)
(CITY, STATE ZIP CODE)

RE: OFFER OF SERVICES TO SECURE TRUST FUNDS DUE TO THE PERSONS LISTED ABOVE IN THE AMOUNT OF \$(AMOUNT LISTED ON THE LIST)

I HAVE REASON TO BELIEVE AFTER SEARCHING CERTAIN RECORDS THAT THE ABOVE PERSONS ARE ENTITLED TO RECEIVE THE AMOUNT LISTED ABOVE FROM A GOVERNMENT TRUST FUND.

AS A SELF EMPLOYED PERSON, I HELP PERSONS LIKE YOURSELF RECOVER GOVERNMENT TRUST FUNDS FOR A FEE. MY FEE TO HELP YOU RECOVER THESE TRUST FUNDS WOULD BE (25%).

IF YOU ARE IN OF HELP TO RECOVER THESE FUNDS PLEASE SIGN THE ENCLOSED PERSONAL SERVICES CONTRACT, COPY IT FOR YOUR FILES, AND RETURN THE ORIGINAL COPY, WITH FEE MENTIONED ABOVE. I WILL FORWARD TO YOU, FOR YOUR SIGNATURE, ALL THE GOVERNMENT FORMS NEEDED TO FILE A CLAIM FOR THESE FUNDS.

SINCERELY

s/s _____
(YOUR NAME)

[END OF LETTER]

IF YOU ARE CALLED ON THE TELEPHONE BY ANYONE CONCERNING THIS LETTER OR A VERIFICATION LETTER. TELL YOU CAN GIVE NO INFORMATION WITHOUT A SIGNED PERSONAL SERVICES CONTRACT, DUE TO PRIVACY REGULATIONS.

WITH THIS COVER LETTER ALSO SEND A COPY OF THE PERSONAL SERVICES CONTRACT COMPLETELY FILLED OUT, INCLUDING YOUR SIGNATURE.

REPEAT MAILING THIS LETTER AND PERSONAL SERVICES CONTRACT EVERY 30 DAYS.

LIMITED PERSONAL SERVICES CONTRACT

EFFECTIVE DATE: _____ DAY OF _____, 19____

BY AND BETWEEN:

(OWNERS'S FULL NAME), HEREINAFTER (OWNER'S LAST NAME)
(OWNERS'S ADDRESS, CITY, STATE, ZIP)

AND:

(YOUR FULL NAME), HEREINAFTER (YOUR LAST NAME)
(YOUR ADDRESS, CITY, STATE, ZIP, TELEPHONE NUMBER)

WITH REGARD TO THE FOLLOWING RECITALS:

WHEREAS, (OWNER'S LAST NAME) MAY HAVE A VALID CLAIM, FOR TRUST FUNDS IN
THE AMOUNT OF \$ (ENCUMB AMOUNT) FROM THE U S GOVERNMENT; AND

WHEREAS, (OWNER'S LAST NAME) WAIVES ALL OF HIS/HER RIGHTS OF PRIVACY AND
EXPRESSLY AUTHORIZES (YOUR LAST NAME) TO OBTAIN PAYMENT INFORMA-
TION THAT HAS BEEN APPROVED AND CERTIFIED BY THE U S GOVERNMENT
RELATIVE TO HIS/HER CLAIM FOR \$(ENCUMB AMOUNT) ; AND

WHEREAS, (OWNER'S LAST NAME) HAS NOT KNOWINGLY APPLIED FOR THE \$ (ENCUMB
AMOUNT) GOVERNMENTAL CLAIM SINCE (ENCUMB DATE), OR AT ANY OTHER
TIME, OR THROUGH ANY OTHER INDIVIDUAL OR COMPANY; AND

WHEREAS, (YOUR LAST NAME) IS IN THE BUSINESS OF LOCATING AND ISSUING THE
NECESSARY DOCUMENTS TO THE U S GOVERNMENT FOR THE PAYMENT OF FUNDS ON
BEHALF OF A VALID CLAIMANT; AND

WHEREAS, (OWNER'S LAST NAME) IS DESIROUS OF HAVING (YOUR LAST NAME)
PROCESS THE NECESSARY DOCUMENTS IN (OWNER'S LAST NAME)'S BEHALF
FOR A FEE.

THEREFORE, THE PARTIES, BY THE REASON OF THE AFORESAID RECITALS AND BY
THEIR MUTUAL AGREEMENT HEREINAFTER CONTAINED, DO HEREBY STIPULATE AND
AGREE AS FOLLOWS:

1. (OWNER'S LAST NAME), AUTHORIZES (YOUR LAST NAME) TO ACT AS HIS/HER
AGENT FOR A FEE.

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LIMITED PERSONAL SERVICES CONTRACT

BY AND BETWEEN: (OWNER'S FULL NAME)

AND: (YOUR FULL NAME)

2. (OWNER'S LAST NAME), CERTIFIES THAT HE/SHE HAS OCCUPIED, OWNED AND/OR RETAINED TITLE TO:
(PROPERTY ADDRESS, CITY, STATE, ZIP)
3. (OWNER'S LAST NAME) SHALL EXECUTE ANY AND ALL DOCUMENTS NECESSARY FOR (YOUR LAST NAME) TO PERFORM THE SERVICE TO OBTAIN THE GOVERNMENT CHECK IN THE AMOUNT OF \$ (ENCUMB AMOUNT) WHICH HAS BEEN AVAILABLE SINCE (ENCUMB DATE) FROM THE U S GOVERNMENT.
4. (OWNER'S LAST NAME), SHALL PAY TO (YOUR LAST NAME) A PROCESSING FEE OF (PERCENTAGE) % (\$ ENCUMB AMOUNT X PERCENTAGE) FOR HIS/HER SERVICES, WITH THIS CONTRACT AND FORWARD HERewith.

SIGNED, THIS _____ DAY OF _____, 19____

(SIGNATURE)

(TELEPHONE NUMBER)

(SIGNATURE)

(TELEPHONE NUMBER)

(NOTARY PUBLIC)

AFTER RECEIPT OF PERSONAL SERVICES CONTRACT AND PAYMENT FOR SERVICES,
PROCEED TO PROCESS REFUND REQUEST TO THE GOVERNMENT.

TRACERS FOUND CASE FORM (PAGE 20) - MAKE COPIES OF THIS FORM AND TYPE IN
YOUR NAME IN THE TRACER AREA. THEN COMPLETELY FILL OUT THIS FORM
USING INFORMATION FROM THE LIST AS WELL AS INFORMATION YOU HAVE
GATHERED.

THEN SEND TO THE OWNER OR OWNERS THE COMPLETELY FILL OUT "TRACERS FOUND
CASE FORM" FOR THEIR SIGNATURE. ALSO SEND A COPY OR THIRD PARTY
TRACER PROCEDURES. SEND A SHORT LETTER REQUESTING THEIR SIGNA-
TURE, AND THAT THEY RETURN THIS FORM TO YOU SIGNED FOR YOUR IN-
SPECTION. SIMPLY STATE, "MR. JONES, I AM MAILING YOU THE LAST
DOCUMENT NECESSARY TO COMPLETE YOUR FHA/HUD REFUND. UPON RECEIPT
OF THIS SIGNED FORM, I WILL FORWARD THE TRACERS FOUND CASE FORM TO
THE PROPER HUD DEPARTMENT AND YOUR REFUND CHECK WILL BE PRO-
CESSED. THANK YOU VERY MUCH FOR ALLOWING ME TO ASSIST YOU IN THIS
MATTER." THEN MAIL THE SIGNED "TRACERS FOUND CASE FORM" TO THE
ADDRESS INDICATED BELOW.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
DISTRIBUTIVE SHARES BRANCH
P.O. BOX 23699
WASHINGTON, D.C. 20026-3699



U.S. Department of Housing and Urban Development

Locating Mortgageors Owed a Distributive Share or Mortgage Insurance Premium Refund from the Mutual Mortgage Insurance Fund

Dear Requester:

This is in response to your request for information on unlocated payees due monies from the Department of Housing and Urban Development's (HUD's) Federal Housing Administration (FHA) Mutual Mortgage Insurance (MMI) Fund. We regret the impersonal nature of this response, but this method helps us to be more timely in answering some of the most frequently asked questions about our program.

Distributive Shares and OTMIP Refunds

The individuals that you have requested information about have been entitled to payments of either a distributive share or a One-Time Mortgage Insurance Premium (OTMIP) refund for over two years, but HUD has been unable to locate these individuals who are due payments.

The unpaid monies represent two different types of payments. One type of payment is called a distributive share and is a distribution of any excess earnings of the MMI fund that may have accumulated during the time a mortgageor's FHA insurance was in effect. This payment is similar to a dividend.

The other type of payment, the OTMIP refund, is the balance remaining on a prepaid or upfront mortgage insurance premium when the mortgage is paid off prior to the end of the mortgage term. The requirement for paying the entire mortgage insurance premium at the time of mortgage loan closing has been in effect only since late 1983; thus, OTMIP refunds apply only to mortgageors whose mortgages were insured after the program went into effect.

HUD attempts to contact mortgageors who are due payments through the use of a series of mailings and locator services. This location effort may include: notices of distributive shares or one-time premium refunds; letters to occupants at the property address; inquiries to credit bureaus and postal change of address files; and various other public and private sources. After a two-year location cycle, information on cases remaining unpaid is made available for release to the public under the Freedom of Information Act (FOIA) of 1986, as amended.

Obtaining Information under the FOIA

Under the FOIA, information on unlocated payees is available in the following categories and formats:

1. Information released for unpaid cases which had the FHA mortgage insurance terminated between 1977 and two years ago is available by individual state and by some HUD Field Office jurisdictions. It is not available by cities, counties, ZIP codes, or regions. This information is reproduced in the form of printed listings and it is updated monthly. It may contain cases for which payments are being processed, or which have been paid since the printing of the list.

2. The nationwide data file for unpaid cases which had the FHA mortgage insurance terminated between 1977 and two years ago is available only on magnetic tape. This magnetic tape requires mainframe computer equipment and cannot be used on a personal computer.

3. Information released for cases which had the FHA mortgage insurance terminated prior to 1977 and which were unpaid as of 1977 is available only on microfiche at a fee of \$100 per set. The microfiche was reproduced from records which were created between 1944 and 1977 and is of uneven quality; some of the information is virtually illegible, while some is of acceptable quality. The microfiche records were filmed in FHA case number order by year of mortgage insurance termination, and do not contain names, property addresses, cities, states, or ZIP codes to assist in identifying payees. Additionally, many of these cases have been paid since 1977, but the microfiche was not updated; therefore, throughout the records there are numerous paid cases.

Fees and ordering information are contained on the last two pages of this leaflet. The fee for each item covers search and duplication costs and is not a charge for merchandise, thus it is non-refundable.

Available Lists of MMI Mortgageors for Mortgages Paid off 1977 Through 2 Years Ago

State Listings

State	Fee
Alabama (AL)	\$25
Alaska (AK)	20
Arizona (AZ)	40
Arkansas (AR)	20
California (CA)	135
Colorado (CO)	25
Connecticut (CT)	25
Delaware (DE)	25
Dist. of Columbia (DC)	21
Florida (FL)	60
Georgia (GA)	30
Hawaii (HI)	20
Idaho (ID)	35
Illinois (IL)	30
Indiana (IN)	30
Iowa (IA)	20
Kansas (KS)	20
Kentucky (KY)	20
Louisiana (LA)	25
Maine (ME)	20
Maryland (MD)	25
Massachusetts (MA)	30
Michigan (MI)	45
Minnesota (MN)	25
Mississippi (MS)	25
Missouri (MO)	30

HUD Field Office Region Listings

Region	Fee
Los Angeles (LAS)	\$30
San Francisco (SFR)	45
Sacramento (SCR)	30
San Diego (SDG)	25
Fresno (FRS)	20
Santa Ana (STA)	35
Albany (ALB)	20
Buffalo (BFL)	25
New York City (NYC)	35
Oklahoma City (OKC)	25
Tulsa (TUL)	20
Seattle (STL)	30
Spokane (SPK)	20

Magnetic tape of all 50 states (MAG): \$450

Ordering Instructions

1. Fill in the order form to the right. Order using the abbreviations listed beside the state or city.
2. Make your certified or cashier's check or money order for the total amount payable to "Department of Housing & Urban Development" or "HUD." Be sure to write "HUD Insurance List" in the upper right corner of the payment to ensure proper identification.
3. Mail order form to:
Department of Housing & Urban Development
FOIA—HUD Mortgage Insurance Lists
P.O. Box 9500
Springfield, VA 22151
4. Your order will take 3 to 4 weeks. If you have any problems with your order, please call (703) 487-4070.

Order Form

Mail to:
Department of Housing & Urban Development
FOIA—HUD Mortgage Insurance Lists
P.O. Box 9500
Springfield, VA 22151

I wish to order the following listings.

Enter the State or Field Office

listing abbreviations

Fee*

HUD-	
HUD-	
HUD-	
HUD-	
HUD-	
HUD-	
Total	

Method of Payment—payable to HUD

- ☐ Certified or cashier's check ☐ Money order
(no personal checks or cash)

Address Information

Name _____
Company/Organization _____
Address _____
City/State/Zip _____
Telephone _____

*The fee covers only document search and duplication costs and is not a charge for merchandise. Therefore, the fee is non-refundable.

CONDITIONAL 90 DAY MONEY BACK GUARANTEE

CONDITIONAL GUARANTEE

PLEASE NOTE: IF AFTER WORKING AS A TRACER FOR 90 DAYS (THREE MONTHS), YOU FEEL YOU ARE NOT MAKING ENOUGH MONEY AS A GOVERNMENT TRACER. UNDER THE FOLLOWING CONDITIONS YOU WILL BE GIVEN A REFUND OF \$32.72. (\$37.00 LESS THE POSTAL AND COD FEE OF \$4.28)

1. YOU MUST RETURN YOUR COMPLETE TRACER PACKAGE IN RESALEABLE CONDITION WITH PROOF OF PURCHASE.
2. YOU MUST RETURN YOUR COMPLETE HUD LISTING WITH PROOF OF PURCHASE (THAT YOU PURCHASED FROM HUD/FHA FOR THE STATE OR CITY YOU WORKED IN)
3. YOU MUST MAIL BOTH OF THE ABOVE POSTPAID TO:

SMR COMPUTER SERVICES

MAIN OFFICE

15616 NORTH 16th DRIVE

PHOENIX, AZ 85023

*** IT IS VERY IMPORTANT THAT THE ABOVE STATEMENT IS ACKNOWLEDGED!**

NO RETURNS OR REFUNDS PRIOR TO 90 DAYS! (THREE MONTHS)

OR WITHOUT THIS COMPLETE PACKET IN RESALEABLE CONDITION

AND THE HUD LISTING YOU PURCHASED FROM HUD/FHA!

TRACER FOUND CASE
DISTRIBUTIVE SHARE--MORTGAGE INSURANCE PREMIUM REFUND
THIRD PARTY TRACER INFORMATION

Tracer Name _____

Address _____
Street _____ Apt. No. _____

City _____ State _____ Zip Code _____

Telephone Number () _____
Area Code _____

CLAIMANT INFORMATION

FHA Case Number _____ Important!!! Do not omit.

NAME _____
(First, middle initial and last name)

(Additional names)

ADDRESS _____
(Street and Apt. No.)

(City, State and Zip Code)

TELEPHONE NUMBER _____
(Include Area Code)

Property Address _____
Street _____ Apt. No. _____

City _____ State _____ Zip Code _____

Date Title Acquired _____ Date Property Sold, If Applicable _____ Date Mortgage Was Paid Off _____

The Department of Housing and Urban Development is not a party to any financial agreement between the tracer and the claimant.

MORTGAGORS: I/We, hereby certify that I/We never received a distributive share or premium refund from HUD in connection with this FHA insured mortgage. I/We consent to the above Tracer submitting this form on my/our behalf.

SIGNATURE(S) _____ **DATE** _____
of Mortgagor(s)

DATE _____

FORWARD YOUR "FOUND" CASES TO:
Department of Housing and Urban Development
Distributive Shares Branch
P.O. Box 23699
Washington D.C. 20026-3699

THIRD PARTY TRACER PROCEDURES

Third Party Tracers are required to comply with the following procedures when reporting a claimant (owner of record at the time the mortgage was paid in full, or the legal heir) due a distributive share or premium refund from the Department of Housing and Urban Development's (HUD) Mutual Mortgage Insurance Fund. NOTE: HUD is NOT a party to any agreements, financial or otherwise, between the tracer and the claimant(s).

STEP 1

- A. Tracers must submit all of the mandatory claimant information to HUD on the attached Tracer Found Case (TFC) form. (The form may be reproduced locally.) Incomplete forms will not be processed. DO NOT send a power of attorney at this step. Send form to:
Department of Housing and Urban Development
Distributive Shares Branch
P.O. Box 23699
Washington, D.C. 20026-3699
- B. Claimant(s) must certify that they have not received a distributive share or premium refund from HUD in connection with the FHA-insured mortgage payoff.
- C. Claimant(s) shall authorize only one tracer to submit the TFC form on their behalf. HUD will accept only one TFC form for each unpaid case.

STEP 2

- A. HUD will mail the form HUD-2042, Notice of Distributive Share or Premium Refund, to the claimant(s) at the mailing address provided. The form HUD-2042 will not be mailed to the tracer due to widespread abuse of the program.
- B. Claimant(s) signs and returns the form HUD-2042 along with proof of ownership. (A copy of the cancelled original Deed of Trust Note marked paid in full, copy of the original Mortgage or Deed of Trust Note, Quit Claim Deed or other deeds is considered proof of ownership and any supporting documentation showing entitlement such as divorce decree with the property settlement and death certificate. All documents submitted must be properly recorded and executed.) NOTE: HUD no longer accepts copies of recorded instruments which were obtained from the public land records as sole proof of ownership. Such copies are readily available to the general public and their possession does not prove that a particular claimant was the owner of the property when the FHA-insured mortgage was paid in full.
- C. Only claimant(s) who were the owner(s) of record of the mortgaged property at the time the FHA-insured mortgage was paid in full or the legal heir may be entitled to a premium refund or distributive share. All claimant(s) shown on the proof of ownership must sign form HUD-2042.

STEP 3

- A. Upon receipt of a properly executed form HUD-2042 and acceptable proof of ownership, HUD certifies the case for payment and provides advice to the Department of the Treasury to issue the check.
- B. The check is made payable to the claimant(s) and sent to the mailing address provided on the form HUD-2042. Addresses different from the claimants' shall be authorized only upon submission of a properly notarized specific power of attorney with the form HUD-2042. HUD will only accept the power of attorney using the language in the attached sample form. NOTE: This power of attorney only authorizes the check to be sent to a different address. The check is not made payable to the tracer.
- C. Allow 90 days from submission of the form HUD-2042 for payment processing before making an inquiry. Tracers must submit inquiries or payment status request in writing, accompanied by a release under the Privacy Act signed by the claimant(s).

Questions may be directed to HUD's Distributive Shares Service Center at (202) 755-5616.

Attachments

MORTGAGOR NAME	MORTGAGOR ADDRESS	PROPERTY ADDRESS	SERVICING MORTGAGEE	DATE	AMOUNT
BANAAS DOLORES	2024 E FIRST ST NATIONAL CITY CA	834 DELTA ST NATIONAL CITY CA 92050	CA	05/01/80	\$1,384.83
CASE NUMBER: 044-288882					
ROBINSON SCOTT & SHIRLEY	9211 BOLONDRINA DR LA MESA CA	5776 NABEL STREET SAN DIEGO CA 92041	CA	04/01/80	\$2,181.98
CASE NUMBER: 044-287248					
KLAERICH MICHAEL JOHN	C/O MARY LYNN JOHNSON 2121 GRANDVIEW ST OCEANSIDE CA	2121 GRANDVIEW ST OCEANSIDE CA 92054	CA	11/01/80	\$1,330.88
CASE NUMBER: 044-287544					
KLAERICH MICHAEL JOHN	C/O MARY LYNN JOHNSON 2121 GRANDVIEW ST OCEANSIDE CA	2121 GRANDVIEW ST OCEANSIDE CA 92054	CA	11/01/80	\$1,330.88
CASE NUMBER: 044-287544					
AMADO GONZALEZ	8816 GOODWIN STREET SAN DIEGO CA	8816 GOODWIN STREET SAN DIEGO CA 92111	CA	05/01/80	\$1,175.40
CASE NUMBER: 044-288178					
CRUZ CARMEN C	C/O UNION BANK ATTN KATHY REYNALDA C CRUZ ESCONDIDO CA	188 8TH AVENUE ESCONDIDO CA 92025	CA	07/01/80	\$1,570.84
CASE NUMBER: 044-288523					
CRUZ CARMEN C	C/O UNION BANK ATTN KATHY REYNALDA C CRUZ ESCONDIDO CA	188 8TH AVENUE ESCONDIDO CA 92025	CA	07/01/80	\$1,570.84
CASE NUMBER: 044-288523					
HO CHU V	7334-38 FULTON ST SAN DIEGO CA	7334-38 FULTON ST SAN DIEGO CA 92111	CA	08/01/80	\$1,857.28
CASE NUMBER: 044-288827					
CHAVEZ GINA L	813 PECOS STREET SPRING VALLEY CA	813 PECOS STREET SPRING VALLEY CA 92077	CA	07/01/80	\$1,243.37
CASE NUMBER: 044-289282					
CHAVEZ GINA L	813 PECOS STREET SPRING VALLEY CA	813 PECOS STREET SPRING VALLEY CA 92077	CA	07/01/80	\$1,243.37
CASE NUMBER: 044-289282					
HARAU M F	4445 MURRIETA CR SAN DIEGO CA	4445 MURRIETA CR SAN DIEGO CA 92154	CA	01/01/81	\$1,123.82
CASE NUMBER: 044-289891					
HARAU M F	4445 MURRIETA CR SAN DIEGO CA	4445 MURRIETA CR SAN DIEGO CA 92154	CA	01/01/81	\$1,123.82
CASE NUMBER: 044-289891					
RUSAS, ROMAN + AIDA	7134 SUEBICH LN LEMON GROVE CA	7134 SUEBICH LN LEMON GROVE CA 92543	CA	01/01/87	\$2,478.50
CASE NUMBER: 044-290288					
ANDREA RUDEIS	830 WEST 15TH AVENUE ESCONDIDO CA	830 WEST 15TH AVE ESCONDIDO CA 92025	CA	05/01/80	\$1,440.37
CASE NUMBER: 044-290588					
ANDREA RUDEIS	830 WEST 15TH AVENUE ESCONDIDO CA	830 WEST 15TH AVE ESCONDIDO CA 92025	CA	05/01/80	\$1,440.37
CASE NUMBER: 044-290588					
RUIZ SALVADOR P & SUADAL	7806 GORDE ST SAN DIEGO CA	7806 GORDE ST SAN DIEGO CA 92138	CA	02/01/80	\$1,887.57
CASE NUMBER: 044-291780					
MAURER, WILLIAM H	C/O WILLIAM MAURER 155 W 10TH AVE ESCONDIDO CA	155 W 10TH AVE ESCONDIDO CA 92025	CA	08/01/80	\$2,021.99
CASE NUMBER: 044-292223					
FLORES TERESA S	4060 PETERLYNN WAY SAN DIEGO CA	4060 PETERLYNN WAY SAN DIEGO CA 92154	CA	04/01/80	\$1,457.87
CASE NUMBER: 044-293285					
NGUYEN HAI PHUOC	1245 SYDIL CT ESCONDIDO CA	1245 SYDIL CT ESCONDIDO CA 92025	CA	08/08/80	\$1,248.83
CASE NUMBER: 044-293867					
ISABEL SUSAN L &	8982 WINCHESTER ST SAN DIEGO CA	8982 WINCHESTER ST SAN DIEGO CA 92138	CA	01/01/81	\$1,285.80
CASE NUMBER: 044-294027					
ISABEL SUSAN L &	8982 WINCHESTER ST SAN DIEGO CA	8982 WINCHESTER ST SAN DIEGO CA 92138	CA	01/01/81	\$1,285.80
CASE NUMBER: 044-294027					
ALFERNUS S J	3788 CLAVELITA STREET SAN DIEGO CA	3788 CLAVELITA STREET SAN DIEGO CA 92154	CA	08/01/80	\$2,123.86
CASE NUMBER: 044-294181					
BARTOCK T	C/O N PALOMARIA 10151 DRUMCLIFF AVE SAN DIEGO CA	10151 DRUMCLIFF AVE SAN DIEGO CA 92128	CA	01/01/80	\$1,978.83
CASE NUMBER: 044-294185					
FUESLER JACK B & PATRICIA	1894 VINE ST EL CENTRO CA	1894 VINE ST EL CENTRO CA 92243	CA	10/01/80	\$1,802.06
CASE NUMBER: 044-294720					
FUESLER JACK B & PATRICIA	1894 VINE ST EL CENTRO CA	1894 VINE ST EL CENTRO CA 92243	CA	10/01/80	\$1,802.06
CASE NUMBER: 044-294720					
WATKINS R L & L S	589 LINDSAY ST EL CAJON CA	589 LINDSAY STREET EL CAJON CA 92020	CA	08/01/80	\$1,840.28
CASE NUMBER: 044-294843					
WATKINS R L & L S	589 LINDSAY ST EL CAJON CA	589 LINDSAY STREET EL CAJON CA 92020	CA	08/01/80	\$1,840.28
CASE NUMBER: 044-294843					
GRILLY EILEEN C	8833 ENDORNE LN SAN DIEGO CA	8833 ENDORNE LN SAN DIEGO CA 92138	CA	10/01/80	\$1,847.07
CASE NUMBER: 044-295013					